

**KENTUCKY STATE BOARD OF ELECTIONS
140 WALNUT STREET
FRANKFORT, KENTUCKY 40601
502-573-7100
FAX: 502-696-1952**

GENERAL COUNSEL (NON-MERIT) POSITION AVAILABLE

Opening Date: March 16, 2011
Application Deadline: March 30, 2011
Hours: Full-time, 37.5 hours per week
Salary: Commensurate with experience up to \$64,000
Benefits: Standard state employee benefit package

GENERAL DESCRIPTION

The State Board of Elections is an independent agency which administers the Commonwealth's election laws, promulgates administrative regulations necessary to properly carry out its duties, supervises the registration and purgation of voters, appoints the political party representatives to the 120 county boards of elections, and certifies the official election results. The General Counsel of the State Board of Elections serves as legal counsel to the agency.

JOB DUTIES

- Advise the Board members and staff to ensure the Board's compliance with state and federal election laws, including, but not limited to:
 - KRS Chapter 116, 117, 118, 119, and 120
 - Help America Vote Act (HAVA)
 - National Voter Registration Act (NVRA)
 - Voting Rights Act
 - Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)
 - Military and Overseas Voter Empowerment Act (MOVE)
- Represent the Board in litigation before state and federal courts on matters concerning elections administration, recounts, and contests;
- Draft and initiate legislation and new and amended administrative regulations to improve the efficacy of Kentucky's election laws and may represent the Board before the General Assembly;
- Provide special training and continuing legal education regarding the election laws and methods of enforcement to all county attorneys, commonwealth's attorneys, and members of the county boards of elections, including the county clerks and sheriffs;
- Serve as hearing officer for the Board to adjudicate complaints brought against local election officials for violation of Title III of the Help America Vote Act of 2002;
- Create, draft, and revise the annual County Board of Elections' Guide, Local Option Elections Guide, Precinct Election Officer's Guide, as well as various training manuals provided to the county clerks at monthly meetings;
- Provide immediate recommendations and advice to Kentucky's election officials, county attorneys, commonwealth's attorneys, assistant attorney generals, and other government

- officials concerning the best practices for applying Kentucky election laws, conducting elections, and prosecuting voter fraud;
- Coordinate the Board's participation and response to federal audits conducted by the Election Assistance Commission;
 - Respond to various types of inquiries (telephone, mail, email, personal) concerning election laws;
 - Serve as the Board's Executive Branch Ethics Officer and Title VI of the Federal Civil Rights Act Compliance Coordinator; and
 - Other duties as assigned by the State Board of Elections and Executive Director.

QUALIFICATIONS & EXPERIENCE

- Juris Doctor from an accredited law school and admission to the Kentucky State Bar;
- Applicants must have the following:
 - Ability to work independently with no assigned support staff;
 - Ability to work as part of a bi-partisan team;
 - Excellent writing and speaking skills; and
 - Excellent work ethic.
- Experience in or knowledge of the following areas is preferred:
 - State government;
 - Administrative hearings;
 - Open meetings and records;
 - Drafting legislation and/or administrative regulations;
 - Legislative committee appearances;
 - Legal writing;
 - Conducting training; and
 - Public service.

REQUIRED DOCUMENTS FOR APPLICATION

Completed and Current State Application: <http://personnel.ky.gov/employment/>

Cover Letter and Resume

Copies of Two Writing Samples demonstrating excellent writing skills

AGENCY CONTACT PERSON

Sarah B. Johnson

Executive Director

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